



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-05-047	OPENING DATE: 5-28-04	CLOSING DATE 6-18-04	OPEN TO ALL APPLICANTS
POSITION: Case Manager JS– 0303-10	TYPE OF APPOINTMENT: Career Service		SALARY: \$46,048-\$59,862 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Court Reporting and Recording	LOCATION: 500 Indiana Ave., NW		TOUR OF DUTY: Full-time

BRIEF DESCRIPTION OF DUTIES: The Case Manager reviews Notices of Appeal (NOA) and corresponding jacket entries; initiates the CJA voucher for the preparation of required transcripts; monitors all appeal cases to assure that transcripts are being completed within 60 days; submits reports on transcript production and monitors the status of transcript requests/deliveries; takes delivery of completed transcripts from Official Court Reporters and the Transcription Branch, reviewing for appropriate formatting, and coordinates the chronological pagination of each case in accordance with Court of Appeals (COA) Rule 11(2); manages all expedited and emergency appeals; maintains an adequate stock of supplies and schedules preventative maintenance on any equipment essential to the production of transcripts.

MINIMUM QUALIFICATIONS: A bachelor's degree in business, management, public administration, criminal justice or a related degree plus two years of experience coordinating, managing and/or tracking cases. Equivalent levels of relevant experience or education may be substituted. Please submit a copy of your most recent performance evaluation with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.

1. Knowledge of COA Rule 10 (b)(5)(B) as it relates to the initiation of CJA vouchers.
2. Knowledge of standard sequential events as it relates to proceedings heard in a case.
3. Oral and written communication skills in order to convey accurate information to attorneys, staff and the public regarding the processing and availability of transcripts.
4. Working knowledge of a Windows-based operating system, MSWord and/or Word Perfect.
5. Excellent organizational skills.

SELECTION PROCESS: After review of applications and ranking factor responses, a structured oral interview and a writing exercise may be required of the highest qualified candidates.

Submit Court Application and Ranking Factors to:
DC Courts, Human Resources Division, 515 5th St., NW, Room 213, Washington, DC 20001.
For further information call (202) 879-0496, or visit our web site at www.dccjobs.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.